

## BAY AREA PROJECT WORK PLAN

**Project Plan Amended Date: May 1, 2003**

**Team: Community Development Team - Quality Assurance**

**Project Leader: Francine Davis & Ron Willsey – Co-chairs**

**ASSUMPTIONS:** Closure of Agnews Developmental Center by June, 2005

#	Task Name	Start Date	Due Date	Who's in Charge	Specifications
1A	Initiate information gathering and outreach <ul style="list-style-type: none"> <li>• Tour of Agnews – (Meet w/people and observe services offered)</li> </ul>	May 1, 03	May 31, 03	Francine	Schedule visits of programs for workgroup members
1B	Meeting with involved Public Agencies that provide services to people w/DD: <ul style="list-style-type: none"> <li>• Mental Health</li> <li>• Public Health</li> <li>• Advocacy Organizations</li> </ul>	May 1, 03	July 31, 03	QA Workgroup	Increase groups knowledge base regarding what mechanisms are currently in place to monitor services
1C	Identify and conduct specific focus group meetings identified thus far to include: <ul style="list-style-type: none"> <li>• Area Board representatives/LQA</li> <li>• Regional Center services</li> <li>• DDS monitoring systems</li> <li>• Agnews monitoring systems</li> <li>• Licensing (CCL &amp; DHS)</li> <li>• Service Provider representatives</li> <li>• Consumers &amp; Parent representatives (currently at Agnews and those who have previously resided in a state facility)</li> </ul>	May 1, 03	July 31, 02	Virginia/Mick Francine Margaret Patricia Lisa/Francine  Patricia & each RC representative	Groups discussions to focus on the following information: <ul style="list-style-type: none"> <li>• What types of QA activities are conducted/performed?</li> <li>• What are some of the barriers involved in monitoring?</li> </ul> Review quality of life issues developed by consumers in various settings. Establish how to seek additional information from consumers
2	Complete the Guiding Principles as a framework to the final product.	May 1, 03	June 30, 03	QA Workgroup	

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3	Coordinate discussion and joint sessions with representatives from other workgroups to assure QA system will be all-inclusive.	June 1, 03	Aug 31, 03	Francine/Ron	Regular input in a format that will assist in developing the quality assurance design
4	Utilizing the CMS framework, develop the elements for each of the relevant domains and sub-domains as they relate to the needs of the overall system.	Aug 1, 03	Aug 31, 03	Workgroup	Begin finalization of written document to reflect QA system
5	Complete a review and comparison of the current practices and QA systems in place to those identified, as part of the overall system to assure the proposed plan is comprehensive in addressing all areas.	July 1, 03	Aug 31, 03	Workgroup	
6	Finalize details of final proposal/plan for submission to the Community Development Team.	Sept 1, 03	Sept 18, 2003	Workgroup	